



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY **AMENDED** 08-29-06

1. <u>Announcement Number</u> T38H-06-456-JB	2. <u>Title, Series, Grade, Salary</u> Pharmacy Technician (1419A; 1420A; 1253A; 1252A) GS- 661- 3/4/5/6 \$23,502 to \$42,774 per annum	3. <u>Tour of Duty</u> Variable shifts including nights and weekends	4. <u>Duty Station</u> Pharmacy Service, Inpatient and Outpatient, Portland Division
5. <u>Type & Number of Vacancies</u> 2 Permanent Positions, 1 Temporary NTE 1 year & 1 day	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 08/04/2006	8. <u>Closing Date</u> 12/31/2006 1st consideration date 08/17/2006

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

MAJOR DUTIES:

The complete position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Incumbent performs, independently with minimal supervision, a variety of duties requiring a comprehensive degree of skill and knowledge in inpatient, outpatient, and/or IV sections. Independently fills prescriptions and compounds common stock items; admixes IV piggybacks and large volume parenterals; and may fill unit dose cassettes under the supervision of a pharmacist. Incumbent answers telephone inquiries concerning prescription requests; may prepare procurement requests and maintains accurate and complete records of purchases, receipts and commitments; receives supplies and stores appropriately, rotates stock on shelves and removes outdated items, may deliver drug items including narcotics and controlled drugs to wards, and operates hospital computer system, drug prepackaging, labeling and filling equipment. Incumbent will fill prescriptions performing initial review of prescriptions for completeness, i.e. date, drug, directions, etc., check for drug allergies, and review patient profile. He/she must be alert for drug interactions, will resolve routine administrative questions and problems referring difficult problems to the pharmacist.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-661 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

General Experience: **GS-3:** Six months of experience in any type of work that demonstrates the ability to perform the work of the position. **GS-4:** Six months of experience in any type of work that demonstrates the ability to perform the work of the position. **GS-5 & GS-6:** Generally not applicable.

****Specialized Experience:** Qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories. Experience must have provided a basic knowledge of: Pharmaceutical nomenclature; Characteristics, strengths, and dosage forms of pharmaceuticals; Pharmaceuticals systems of weights and measures; and the variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals. **

GS-3: Not applicable. **GS-4:** Six months experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in federal service. **GS-5:** 1 year specialized experience equivalent to GS-4 in federal service. **GS-6:** 1 year specialized experience equivalent to GS-5 level in federal service.

Substitution of Education for Experience: **GS-3:** Successful completion of 1 year of study (post-hs) that included a course in biology, chemistry, or physics. **GS-4:** Successful completion of 2 years of study in pharmacy or pharmacy technology that included at least 12 semester hours in courses in the care, storage, distribution, and preparation of pharmaceuticals, and appropriate laboratory work. **GS-5:** Successful completion of a full 4-year course of study leading

(Continued on next page)

to a bachelor's degree with a major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses. This education must have been obtained in an accredited business or technical school, junior college, college or university. **GS-6:** Graduate education or an internship that meets the specialized experience required only in those instances where it directly relates to the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

CONDITIONS OF EMPLOYMENT:

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on August 17, 2006 for first consideration. This position is Open until December 31, 2006. Application forms may be obtained in Human Resources Office or on our external website, www.va.gov/portland/hr/index.asp.

Applications may be mailed to:
Portland VA Medical Center, P4HRMS
Attn: T38H-06-456-JB
PO Box 1034
Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)

Other VA Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.

5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**